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This Notice Expires 31 October 1981

OPPPM NOTICE NO. 20-81-9
20 April 1981

OFFICE OF PERSONNEL POLICY, PLANNING AND MANAGEMENT NOTICE

SUBJECT: Special Pay Rates for Certain Clerical Positions [redacted]
[redacted]

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1. Under Section 5303 of Title 5, United States Code and Executive Order 11721, as amended, the Office of Personnel Management has established special minimum salary rates and rate ranges at GS-02 through GS-05 for positions [redacted] that are allocable to the following series: GS-312, Clerk Stenographer and Reporter Series; GS-318, Secretary Series; GS-322, Clerk Typist Series; and GS-356, Data Transcribing Series; and for all other positions with the required skill of Typing or Stenography. The rates and position categories to which the rates apply are shown in the attached schedule.

2. The effective date of the new schedule is 28 December 1980. The pay rate of each employee will be fixed at the numerical step in the special rate range which corresponds to the employee's existing numerical step in the rate range for his or her grade or level. This pay adjustment will not be considered an equivalent increase within the meaning of 5 U.S.C. 5335.

3. Employees are not entitled to saved rates when reassigned to positions beyond the geographical area for which special pay rates are authorized.

4. On and after the effective date, all new employees in the specified position categories will be hired at the new minimum rates.

5. The following information will be required on Form 1152, Request for Personnel Action, which is prepared for employees in the position categories to which the special pay rates apply:

- a. Under Item 5, Category of Employment--in addition to the prescribed category designation, insert: (Select Clerical Positions [redacted]).
- b. Under Item 14, Classification Schedule, use "GSI" designation.

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[redacted]
Harry E. Fitzwater
Director of Personnel Policy,
Planning and Management

Attachment
Special Pay Schedule

SELECT CLERICAL PAY SCHEDULE
PER ANNUM RATES
Effective 28 December 1980

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GRADE	INCREMENT	1*	2	3	4	5	6	7	8	9	10
GSI-02	289	\$10,398	\$10,687	\$10,976	\$11,265	\$11,554	\$11,843	\$12,132	\$12,421	\$12,710	\$12,999
GSI-03	326	11,070	11,396	11,722	12,048	12,374	12,700	13,026	13,352	13,678	14,004
GSI-04	365	11,693	12,058	12,423	12,788	13,153	13,518	13,883	14,248	14,613	14,978
GSI-05	409	12,675	13,084	13,493	13,902	14,311	14,720	15,129	15,538	15,947	16,356

*Corresponding Statutory rates:

GS-02 - Seventh
GS-03 - Fifth
GS-04 - Third
GS-05 - Second

Occupation categories to which the above rates apply:

GSI-0312.01 Clerk Stenographer
GSI-0312.02 Shorthand Reporter
GSI-0318.01 Secretary-Stenographer
GSI-0318.02 Secretary-Typing
GSI-0318.03 Secretary
GSI-0322.01 Clerk Typist
GSI-0322.02 Typing Unit Supervisor
GSI-0322.03 Publications Typist
GSI-0322.04 Publications Unit Supervisor

GSI-0322.06 Transcriptionist
GSI-0322.07 Word Processing Operator Supervisor
GSI-0322.08 Word Processing Operator
GSI-0322.09 Clerk Typist - Foreign Language
GSI-0356.11 Word Processing Operator - Proofreader
GSI-0356.01 Data Transcriber
GSI-0356.02 Data Transcriber Supervisor
GSI-1105.05 Procurement Clerk - Stenography

as well as all other positions with the required skill of Typing or Stenography.